

City of Clewiston
Job Posting

LIBRARY DIRECTOR

Professional management work in directing and coordinating the activities and facility of the City Library and the Hendry County Library Cooperative. Develops library collections, services and activities and promotes the system at public forums.

Essential Duties and Responsibilities:

1. Submits recommendations regarding library policies and services to Clewiston Public Library Board and the Hendry County Library Cooperative Board, which includes the Barron and Harlem libraries, and implements policy decisions.
2. Interviews, hires and trains employees.
3. Prepares department's budget for submission to Commission and City Manager.
4. Reviews and evaluates orders for books, magazines, and other acquisitions.
5. Manages cataloging, reference, and technology.
6. Provides library public relations services.
7. Examines and selects materials to be discarded, repaired, or replaced.
8. Prepares grant proposals for submittal to potential funding sources.

Education and/or Experience:

Master's degree in library science from an ALA accredited school with progressively responsible professional library experience, must meet administrative or supervisory experience administering State Aid to Libraries Grant.

For more information, please contact Kathy Combass, Human Resources, at Clewiston City Hall, 115 W. Ventura Ave. Clewiston, FL 33440. The City of Clewiston is an Equal Opportunity Employer, DFWP.